Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Domestic Assistant	**Grade**: SSA Scale 1
Section: Oakdene	**Directorate:** Children's Services Department
Responsible to following manager: Registered Manager	**Responsible for following staff:**
Post Number/s: ST505	**Last review date:**

Working for the Richmond & Wandsworth Better Service Partnership

We're Richmond & Wandsworth Better Service Partnership, the shared public service team for Richmond and Wandsworth Councils. Like any local authority, our role is to deliver the agenda of our elected members on behalf of the people who live and work in our part of the world. We deliver key services to our communities including social care, public health, children's services, housing and regeneration and environmental and community services.

Our joint workforce creates efficiency and resilience by bringing more creativity to the way we work, more objectivity and adaptability too, helping us deliver better services for all our residents.

We're here to help our communities thrive in a changing world, and to be there for the people who need us most we believe we need to keep adapting. That's why, at Richmond & Wandsworth Better Service Partnership, you'll be at the forefront of innovation in local government, and we'll invest in you and offer you opportunities to grow in a way only our unique organisation can.

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Job Purpose

You will maintain a clean, safe and hygienic environment for children and young people at Oakdene. You will carry out domestic duties to a high standard, following cleaning schedules, infection-control procedures and health and safety requirements.

Specific Duties and Responsibilities

- Carry out routine cleaning of bedrooms, bathrooms, toilets, communal areas and other designated areas, maintaining consistently high standards of cleanliness and hygiene.
- Vacuum, sweep and mop floors, and clean and disinfect surfaces, furniture, fixtures, fittings and frequently touched areas.
- Clean bathroom and toilet facilities, empty bins, dispose of waste safely and replenish hygiene supplies as required.
- Follow agreed daily, weekly and periodic cleaning schedules, including undertaking deep cleaning and additional cleaning when required.
- Follow appropriate infection prevention and control procedures to help maintain a safe environment for children, young people, staff and visitors.
- Use cleaning products, chemicals and equipment safely and correctly in accordance with COSHH, Health & Safety and manual handling procedures.
- Ensure cleaning products, chemicals and equipment are stored safely and securely and are not accessible to children and young people.
- Monitor cleaning supplies and report low stock levels, faulty equipment, hazards, damage and maintenance concerns promptly.
- Work sensitively around children and young people, respecting their privacy, individual needs, routines and personal space while carrying out your duties.
- Work cooperatively with care staff and other colleagues to ensure cleaning duties are completed effectively while minimising disruption to the children and the operation of the home.
- Maintain appropriate confidentiality and professional boundaries, and follow safeguarding procedures at all times.
- Participate in relevant training, supervision and team meetings, and undertake other reasonable domestic duties appropriate to the role.

Generic Duties and Responsibilities

- To contribute to the continuous improvement of the services of Richmond & Wandsworth Better Service Partnerships.

- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection, handling complaints and health and safety.

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- To adhere to security controls and requirements as mandated by Richmond and Wandsworth procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems

- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.

- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the roles within the Councils.

- The profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

Additional Information

Team structure
1 Registered Manager
2 x Assistant Team managers
3 x Senior Residential Workers
23 day and night Residential Workers
2 x cooks
2 x domestics

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Person Specification

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Our Values

THINK BIGGER

EMBRACE DIFFERENCE

CONNECT BETTER

LEAD BY EXAMPLE

PUT PEOPLE FIRST

Our Values are embedded across Richmond & Wandsworth Better Service Partnership and throughout all roles and responsibilities at all levels of the organisation. Please familiarise yourself with our values as they are an integral part of our recruitment and selection process.

Person Specification Requirements			**Assessed by A/I/T/C (see below for explanation)**
Knowledge	**Essential**	**Desirable**	**Assessed**
Understanding of the importance of maintaining high standards of cleanliness, hygiene and infection prevention in a residential environment.	x		A/I
Knowledge of safe working practices when using cleaning products and equipment, including awareness of COSHH and Health & Safety requirements.	x		A/I
Understanding of safeguarding, confidentiality and appropriate	x		I

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professional boundaries when working around children and young people.			
Experience	**Essential**	**Desirable**	**Assessed**
Experience of carrying out cleaning and domestic tasks and maintaining a clean, safe and hygienic environment.	X		A/I
Experience of following instructions, routines or cleaning schedules and completing tasks to the required standard.	X		A/I
Skills	**Essential**	**Desirable**	**Assessed**
Ability to carry out cleaning duties thoroughly, safely and efficiently, with good attention to detail.	X		A/I
Ability to organise and prioritise your workload, follow cleaning schedules and use your initiative appropriately.	X		A/I
Ability to work independently and as part of a team, communicating effectively with colleagues.	X		A/I
Ability to identify and report hazards, maintenance concerns, damaged equipment or other health and safety issues.	X		I
Qualifications	**Essential**	**Desirable**	**Assessed**
No specific formal qualification is required, but you must be able to understand and follow written and verbal instructions relevant to the role.			A/I

A – Application form / CV
I – Interview
T – Test
C - Certificate

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